




## Substance Abuse and Mental Health Services Administration Web-based Block Grant Application System

## Navigation Manual for SAMHSA Substance Abuse Block Grant Users

Version: November 2018



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**Substance Abuse and Mental Health Services Administration**  
**Web-based Block Grant Application System**  
**Navigation Manual for SAMHSA Substance Abuse Block Grant Users**

<p style="text-align: right;"><b>Primary COR</b> Wilson Washington, Jr, SAMHSA COR L-III</p> <p style="text-align: right;"><b>Prepared for</b> Substance Abuse and Mental Health Services Administration Center for Substance Abuse Treatment 5600 Fishers Lane Rockville, Maryland 20857</p>	
<p style="text-align: right;"><b>Prepared by</b></p>	
<p style="text-align: center;">BCT Partners 105 Lock Street, Suite 311 Newark, NJ 07103 (973) 622-0900 x106</p>	<p style="text-align: center;">FEI Systems 9755 Patuxent Woods Drive, Suite 300 Columbia, Maryland 21046 (443) 270-5100</p>

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# Introduction

This WebBGAS navigation manual is a brief reference document designed to assist SAMHSA Block Grant users to navigate the web-based system. This document is organized into sections for key system functions. It provides step-by-step guidance for using these functions, including reviewing and approving an application.

Screenshots from the website are included to facilitate your understanding of the application process. Important areas are highlighted and helpful tips are included throughout the manual. If you experience other issues not covered in this system navigation manual, please contact the WebBGAS Help Desk at [BGASHelpDesk@samhsa.hhs.gov](mailto:BGASHelpDesk@samhsa.hhs.gov) or 888-301-2427.

The screenshot displays the WebBGAS application dashboard. At the top, there is a navigation bar with the WebBGAS logo, a dropdown menu for 'BGAS', a 'Go' button, and a user greeting 'Welcome back, Mimi | Help | Log out'. Below the navigation bar is a menu with options: 'News', 'Application Dashboard', 'Print Queue', 'Reports', 'State Profile', 'Support', 'User Management', and 'Admin'. The main content area is titled 'Existing Applications' and includes a 'Print Dashboard' and 'Legend' button. A dropdown menu shows 'Available Block Grants: 2019 SABG Application'. The dashboard is divided into three sections, each representing a different region:

- Region 1 - Boston:** Includes states like Connecticut, Massachusetts, Maine, New Hampshire, Rhode Island, and Vermont. Each state row shows 'Plan Status', 'Report Status', 'Synar Status', and 'Number of Open Revisions' (Plan, Report, ASR). It also includes columns for '2019 SABG Behavioral Health Assessment and Plan' (CSAT, CSAP, SPO, TL) and '2019 SABG Behavioral Health Report' (CSAT, CSAP, SPO, TL, Synar, Director, Grants, Details).
- Region 2 - New York:** Includes New Jersey, New York, Puerto Rico, and Virgin Islands. Similar to Region 1, it shows application statuses and metrics.
- Region 3 - Philadelphia:** Includes District of Columbia, Delaware, Maryland, Pennsylvania, Virginia, and West Virginia. Similar to Region 1, it shows application statuses and metrics.

Each state entry in the grid includes a 'Plan' button, a 'Report' button, and a 'Synar' button, along with status indicators (red, yellow, green circles) and numerical values for various metrics.

## Accessing WebBGAS

- Each time you access WebBGAS at <https://bgas.samhsa.gov>, you will need to log in with your username and password as shown below.
- For your very first login to WebBGAS, you should use the username and temporary password that were provided to you by WebBGAS via secure email exchange.

The screenshot shows the WebBGAS login interface. On the left, there are four warning boxes: 'WARNING: UNAUTHORIZED ACCESS', 'WARNING: COMPUTER USAGE', 'WARNING: SENSITIVE INFORMATION', and 'WARNING: RETENTION OF RECORDS'. A red box highlights a message: 'If you have forgotten your username or password, click these links and your username and/or a temporary password will be sent to your email address.' A red arrow points from this box to the 'Forgot Password? | Forgot Username? How to obtain a new user account.' link in the login area. The login area includes fields for 'Username:' and 'Password:', a 'Login' button, and the same 'Forgot Password? | Forgot Username? How to obtain a new user account.' link. Below the login area is a 'Need Assistance?' section with contact information. At the bottom, there is a 'FUNDING REQUESTS' banner, copyright information, and logos for the United States Department of Health & Human Services and SAMHSA.

**WebBGAS**  
Application for SAMHSA Block Grants and  
Projects for Assistance in Transition from Homelessness Grants

**WebBGAS**

**WARNING: UNAUTHORIZED ACCESS**  
Unauthorized access to this United States Government Computer System and software is prohibited by Title 18 United States Code, Section 1030, fraud and related activity in connection with computers.

**WARNING: COMPUTER USAGE**  
The Standards of Ethical Conduct... use of government property, inc...

**WARNING: SENSITIVE INFORMATION**  
Do not file sensitive information... allows unauthorized persons to...

**WARNING: RETENTION OF RECORDS**  
Documents that you create electronically, including electronic mail, may be governed by the Federal Records Act (Title 44 United States Code 3314) just as hard-copy records can be. Do not destroy electronic records that are subject to the Act except pursuant to an approved records disposition schedule.

**Please login below:**

Username:

Password:

Login

[Forgot Password? | Forgot Username?  
How to obtain a new user account.](#)

**Need Assistance?**  
If you need any help with the use of this application, you can [Email Us](#), enter a support ticket from our [Help Desk Page](#) or contact our support desk at the number below.  
**Contact us Now at: 1-888-301-BGAS(2427)**

**FUNDING REQUESTS:** If you are seeking individual behavioral health services or funding for your organization, please contact your local state health agency for assistance.

Copyright © 2011 SAMHSA All rights reserved  
Privacy | Disclaimer | FOIA | SPO List | State Contact List  
Help Desk Number: 1-888-301-BGAS(2427) | Help Desk Email: [BGASHelpDesk@samhsa.hhs.gov](mailto:BGASHelpDesk@samhsa.hhs.gov)  
Website: v8.3.0.0, 7/15/2015 3:32 PM; Database: BGASUATDB001.BGASUAT, v08.03.00

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United States Department of Health & Human Services  
**SAMHSA**  
Substance Abuse and Mental Health Services Administration

## Change Temporary Password

After your initial login, you will be automatically directed to the web page shown below. WebBGAS requires that you change your temporary password to a more secure password of your choosing. To do so, you must enter your temporary password in the box labeled “Current Password” followed by a password of your choosing in the boxes labeled “New Password” and “Confirm Password” as shown below.

WebBGAS  
Application for SAMHSA Block Grants and  
Projects for Assistance in Transition from Homelessness Grants

Welcome back, Brendan! | [Help](#) | [Log out](#)

Existing Applications | Print Queue | State Profile | Reports | Support | [User Management](#)

Profile  
Change Password  
Preferences

### Change Password

Current Password:

New Password:

Confirm Password:

### Tips

[Tips text coming soon.]

**Users are required to change their password following an initial login.**

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[Privacy](#) | [Disclaimer](#) | [FOIA](#) | [SPO List](#) | [State Contact List](#)  
Help Desk Number: 1-888-301-BGAS(2427) | Help Desk Email: [BGASHelpDesk@samhsa.hhs.gov](mailto:BGASHelpDesk@samhsa.hhs.gov)  
Website: v8.3.0.0, 7/15/2015 3:32 PM; Database: BGASUATDB001.BGASUAT, v08.03.00

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United States Department of Health & Human Services  
**SAMHSA**  
Substance Abuse and Mental Health Services Administration

Your new password must be at least eight characters in length and must contain at least three of the following four requirements:

- An upper-case letter
- A number
- A lower case letter
- A special character (e.g., #, @, \$, &)

You may not reuse your three most recent passwords. Once you enter your new password, click the “Save” button. If your password is valid and meets the requirements, the system will acknowledge that your password has been changed.

Following this acknowledgement, click on the WebBGAS logo in the upper left corner. By clicking this logo, you will be directed to the system’s Welcome Page where you can begin the application process and fully access the system.



**HHS Security Policy dictates that you do not share your login credentials, or use anyone else’s login credentials, to access the WebBGAS system.**

# The WebBGAS Application Dashboard

## The WebBGAS Window Shade

After you have changed your password, every time that you login to the system, you will be directed to the WebBGAS Application Dashboard. You will first see the yellow section that is called the Window Shade.

The Window Shade (shown below) provides users with important alerts about any important issues or activities within WebBGAS. For instance, it provides information about deadlines, system updates, scheduled system maintenance, and more. You must close the Window Shade to see the full Application Dashboard.

**Important**

**FY 2019 MHBG, SABG and Synar Report Opening Date Notification**  
 Section 1942 of title XIX, part B, subpart III of the Public Health Service Act (42 U.S.C. 300e-52) requires states and jurisdictions to prepare and submit annual reports in accordance with the authorizing legislation and the implementing regulation (45 CFR §§ 96.122(g) and 96.131).

- Community Mental Health Services Block Grant (MHBG) Implementation Report receipt date is Monday, December 3, 2018.
- Substance Abuse Prevention and Treatment Block Grant (SABG) Annual Report receipt date is Monday, December 3, 2018.
- Substance Abuse Prevention and Treatment Block Grant (SABG) Annual Synar Report receipt date is Monday, December 31, 2018.

Please contact your MHBG or SABG State Project Officer with questions or for additional information.

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**FY 2019 MHBG and SABG Plan Receipt Date Notification**  
 SAMHSA invites states to apply for the 2019 Community Mental Health Services Block Grant (MHBG) and Substance Abuse Prevention and Treatment Block Grant (SABG) Behavioral Health Assessment and Plan mini application. States and jurisdictions must submit the required information for SAMHSA review and approval of the MHBG or combined MHBG-SABG plan by Tuesday, September 4, 2018, and the SABG Plan by Monday, October 1, 2018. Please contact your MHBG or SABG State Project Officer with questions or for additional information. Please refer to the FY 2019 MHBG and SABG Allocation Tables.

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**FY2019 Substance Abuse and Mental Health Block Grant Mini plans**  
 As of 2 July, states and jurisdictions may access the FY 2019 SABG and MHBG Mini-plans in BGAS. Please be advised that submission due date is 10/1/2018 for SA and 9/4/2018 for the MH and Combined applications.

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**Regularly scheduled system maintenance**  
 Due to scheduled system maintenance, on the 3rd Saturday of each month, between the hours of 6am and 11am Eastern Time, access to WebBGAS will be unavailable.

CLOSE

This window is used to alert users to any important issues or activities within the Block Grant Application or WebBGAS itself. Users must close the window to advance. Click anywhere on the window to close it.

The Application Dashboard provides SAMHSA users with the status of each State’s application and substance abuse report. The image below shows the status of a 2016 SABG application.

**Application Dashboard**

Home Application Dashboard Print Queue Reports State Profile Support User Management

Available Block Grants: 2019 SABG Application

States	Plan Status	Report Status	Synar Status	Number of Open Revisions			2019 SABG Behavioral Health Assessment and Plan			Details
				Plan	Report	ASR	CSAT	CSAP	CSA	
Region 1 - Boston										
Connecticut	Plan	Report	Synar not created	0	0	0				Detail
Massachusetts	Plan	Report	Synar	0	0	0			✓	Detail
Maine	Plan	Report	Synar	0	0	0			✓	Detail
New Hampshire	Plan	Report not created	Synar	0	0	0				Detail
Rhode Island	Plan	Report not created	Synar not created							Detail
Vermont	Plan not created	Report not created	Synar not created							Detail
Region 2 - New York										
New Jersey	Plan	Report	Synar	0	0	0	✓	✓	✓	Detail
New York	Plan not created	Report not created	Synar not created							Detail
Puerto Rico	Plan not created	Report	Synar not created							Detail
Virgin Islands	Plan not created	Report not created	Synar not created							Detail

## Application Dashboard: Basics

- Note that each row is a State
- States are grouped into Regions
- You can use the drop-down list to select a different year or grant

**Application Dashboard**

Available Block Grants: 2019 SABG Application

Use the drop-down list to select another year or a different grant

Each Row is a State

The States are grouped into Regions

States	Plan Status	Report Status	Synar Status	Number of Open Revisions			2019 SABG Behavioral Health Assessment and Plan			2019 SABG Behavioral Health Report			Details	
				Plan	Report	ASR	SPO	TL	SPO	TL	SPO	TL		SPO
<b>Region 1 - Boston</b>														
Connecticut	Plan	Report	Synar not created	0	0	0								Detail
Massachusetts	Plan	Report	Synar	0	0	0								Detail
Maine	Plan	Report	Synar	0	0	0								Detail
New Hampshire	Plan	Report not created	Synar	0	0	0								Detail
Rhode Island	Plan	Report not created	Synar not created	0	0	0								Detail
Vermont	Plan not created	Report not created	Synar not created	0	0	0								Detail
<b>Region 2 - New York</b>														
New Jersey	Plan	Report	Synar	0	0	0	✓	✓	✓	✓	✓	✓	✓	Detail
New York	Plan not created	Report not created	Synar not created	0	0	0								Detail
Puerto Rico	Plan not created	Report	Synar not created	0	0	0								Detail
Virgin Islands	Plan not created	Report not created	Synar not created	0	0	0								Detail



## Application Dashboard: Plans and Reports

- As shown on the previous page, the “Plan” button displays once the application has been created and clicking it opens the Plan Overview.
- As shown on the previous page, the “Report” button displays once the application has been created and clicking it opens the Report Overview.
- Note that the application status of each State or Jurisdiction is displayed in the “2018 SABG Behavioral Health Assessment and Plan” column.
- Similarly, the Behavioral Health Report status of every State or Jurisdiction is displayed in the “2018 SABG Behavioral Health Report” column.

Application Dashboard						Number of Open Revisions			2018 SABG Behavioral Health Assessment and Plan				2018 SABG Behavioral Health Report					
States	Plan Status	Report Status	Synar Status	Plan	Report	ASR	CSAT		CSAP		CSAT		CSAP		Synar	Director	Grants	Details
							SPO	TL	SPO	TL	SPO	TL	SPO	TL				
Region 3 - Philadelphia																		
Delaware	Plan	Report	Synar	0	6	0	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Detail
Delaware	Plan *	Report	Synar	0	13	0	✓	✓							✓			Detail
Delaware	Plan *	Report	Synar	0	0	0	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Detail
Delaware	Plan	Report	Synar	14	9	0	✓	✓							✓			Detail
Delaware	Plan *	Report	Synar	7	5	0	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Detail
West Virginia	Plan *	Report	Synar	0	0	0	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Detail
Region 4 - Atlanta																		
Alabama	Plan	Report	Synar	3	1	0	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Detail

The “Plan” button displays once the application is created. Clicking the button will open the Plan Overview.

The “Report” button displays once the application is created. Clicking the button will open the Report Overview.

The application status of every State/Jurisdiction is displayed here.

The Behavioral Health Report status of every State/Jurisdiction is displayed here



## The Menu Bar

A key feature of the WebBGAS Application Dashboard is the “Menu Bar. The Menu Bar (shown below) helps you navigate WebBGAS. It remains visible on every page no matter where you are in the system. At any point in the application process, the menu bar allows you to:

- View news or updates (The “News” tab)
- View the application dashboard (The “Application Dashboard” tab)
- Check the status of printed documents (The “Print Queue” tab)
- View, run, or request a report (The “Reports” tab)
- View the State Contact List (The “State Profile” tab)
- Request support through the Help Desk or access online training materials (The “Support” tab)
- Change your user settings such as password or email address (The “User Management” tab)

The manual describes key features in more detail in subsequent sections.

The screenshot shows the WebBGAS Application Dashboard. At the top right, a red box highlights the Menu Bar with the following tabs: News, Application Dashboard, Print Queue, Reports, State Profile, Support, and User Management. The main content area displays a table of existing applications for Region 1 - Boston and Region 2 - New York. The table has columns for States, Plan Status, Report Status, Synar Status, Number of Open Revisions (Plan, Report, ASR), 2019 SABG Behavioral Health Assessment and Plan (CSAT, CSAP, SPO, TL), 2019 SABG Behavioral Health Report (CSAT, CSAP, SPO, TL, Synar, Director), Grants, and Details. A red box labeled 'Menu Bar' points to the top right navigation area.

States	Plan Status	Report Status	Synar Status	Number of Open Revisions			2019 SABG Behavioral Health Assessment and Plan				2019 SABG Behavioral Health Report				Grants	Details	
				Plan	Report	ASR	CSAT	CSAP	SPO	TL	SPO	TL	SPO	TL			SPO
Region 1 - Boston																	
Connecticut	Plan	Report	Synar not created	0	0	0											Detail
Massachusetts	Plan	Report	Synar	0	0	0											Detail
Maine	Plan	Report	Synar	0	0	0											Detail
New Hampshire	Plan	Report not created	Synar	0	0	0											Detail
Rhode Island	Plan	Report not created	Synar not created														Detail
Vermont	Plan not created	Report not created	Synar not created														Detail
* Combined Behavioral Health Plan																	
States	Plan Status	Report Status	Synar Status	Number of Open Revisions			2019 SABG Behavioral Health Assessment and Plan				2019 SABG Behavioral Health Report				Grants	Details	
				Plan	Report	ASR	CSAT	CSAP	SPO	TL	SPO	TL	SPO	TL			SPO
Region 2 - New York																	
New Jersey	Plan	Report	Synar	0	0	0	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Detail
New York	Plan not created	Report not created	Synar not created														Detail
Puerto Rico	Plan not created	Report	Synar not created														Detail
Virgin Islands	Plan not created	Report not created	Synar not created														Detail
* Combined Behavioral Health Plan																	

# The State Profile Page

You have two options to access the State Profile Page.

1. Select the "State Profile" tab on the left navigation pane
2. Select the "State Profile" button on the menu bar

There are two ways to access the "State Profile" from the Application Dashboard

1) Click "State Profile" on the left navigation pane

2) Click "State Profile" on the menu bar

Region 1	States	Plan Status	Report Status	Synar Status	Number of Open Revisions		2019 SABG Behavioral Health Assessment and Plan						2019 SABG Behavioral Health Report						Details
					Plan	Report	ASR	CSAT		CSAP		CSAT		CSAP		Synar	Director	Grants	
								SPO	TL	SPO	TL	SPO	TL	SPO	TL				
* Combined Behavioral Health Plan																			
Region 2 - New York	States	Plan Status	Report Status	Synar Status	Plan	Report	ASR	SPO	TL	SPO	TL	SPO	TL	SPO	TL	SPO	TL	Details	
	New Jersey	Plan	Report	Synar	0	0	0	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Detail	
	New York	Plan not created	Report not created	Synar not created	0	0	0											Detail	
	Puerto Rico	Plan not created	Report	Synar not created	0	0	0											Detail	

## State Profile Page Sections

The State Profile Page consists of three parts:

- The State Agency Page
- The SAMHSA Contacts Page
- The Third Party Administrator Page

To access these pages, use the hyperlinks in the left navigation pane as shown below.

The screenshot shows the 'Smoke Test 1 - State Profile' page. The left navigation pane has three items: 'State Agency', 'SAMHSA Contacts', and 'Third Party Administrator'. Three red callout boxes with arrows point to these items, each containing the text: 'The State Agency page can be assessed by clicking here', 'The SAMHSA Contacts page can be assessed by clicking here', and 'The Third Party Administrator page can be assessed by clicking here'. The main content area displays a 'State Contact List' for Alabama, showing fields for Agency, Website URL, Mailing Address, Physical Address, DUNS #, and various contact roles like Single State Authority (SSA), SAGB Coordinator, and Fiscal Contact, each with an 'Edit' button.

## The State Agency Page

The State Agency Page contains:

- Addresses and DUNS numbers for the agencies receiving block grant funding
- Contact information for key personnel affiliated with the State's or Jurisdiction's block grants

This information can be edited by authorized users, including both SAMHSA users and State users, by clicking the "Edit" buttons as shown below.

**Smoke Test 1 - State Profile**

Authorized users can edit all the information on the "State Agency" page by clicking the Edit buttons

State Agency	Overview	CMHS State Agency	PATH State Agency
SAPT State Agency	Website URL:	Website URL:	Website URL:
Mailing Address:	Mailing Address:	Mailing Address:	Mailing Address:
Physical Address:	Physical Address:	Physical Address:	Physical Address:
DUNS #: DUNS # Expiration Date:	DUNS #: DUNS # Expiration Date: <input type="button" value="Edit"/>	DUNS #: DUNS # Expiration Date: <input type="button" value="Edit"/>	DUNS #: DUNS # Expiration Date: EIN/TIN: <input type="button" value="Edit"/>
Contacts	Single State Authority (SSA) <input type="button" value="Edit"/>	Authorized PATH Representative <input type="button" value="Edit"/>	
SABG Coordinator <input type="button" value="Edit"/>	Alternate Contact <input type="button" value="Edit"/>	PATH Coordinator <input type="button" value="Edit"/>	

For example, click here to edit the contact information for the DDA

**State Contact Profile**

Authorized users-including both State Users and SAMHSA users-can update the contact information for the SSA on this page

Single State Authority (SSA)

First Name  Last Name

Credential  Salutation

Title

Organization Name

**Mailing Address**

Street Address 1

Street Address 2

City  State  Zip Code

**Physical Address**

Street Address 1

Street Address 2

City  State  Zip Code

Please input phone numbers into the fields below in the following format: (###) ###-####.

Phone Number

Fax Number

Email Address

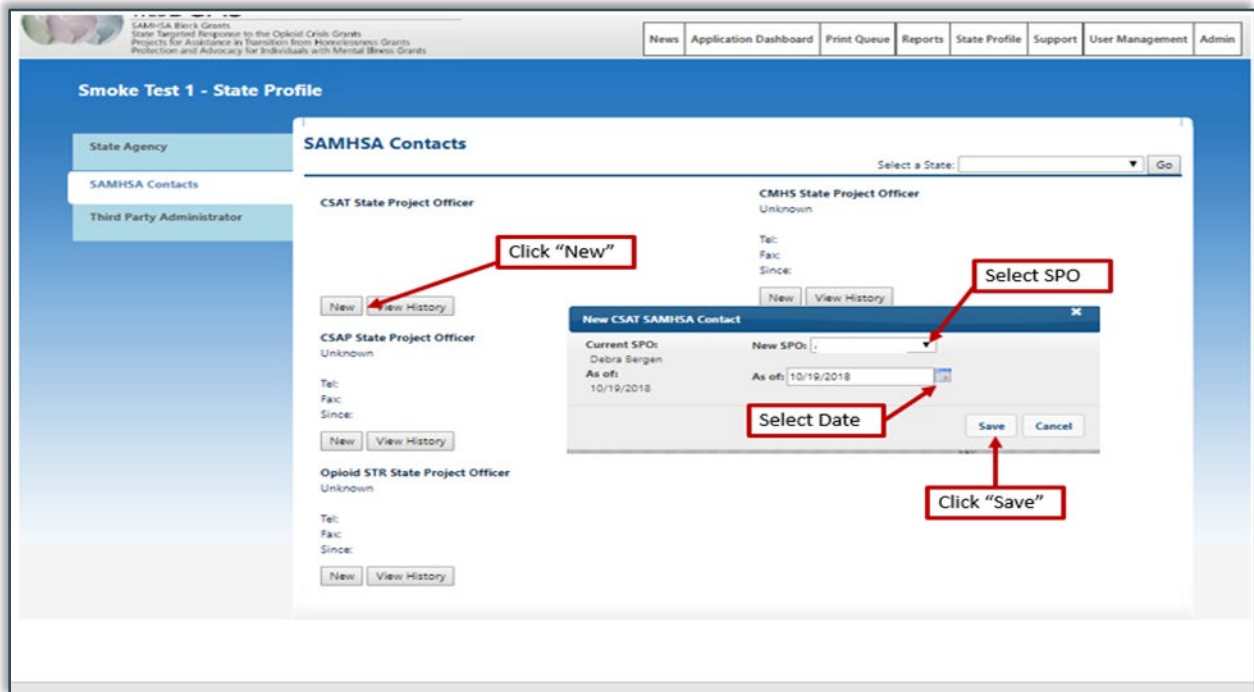
Last updated date  Last updated by

## The SAMHSA Contacts Page

The SAMHSA Contacts Page contains:

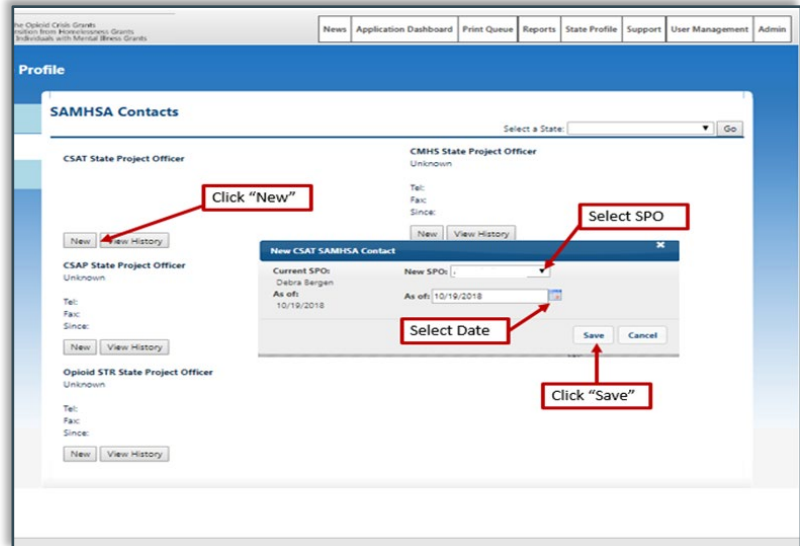
- Contact information for the current CSAT, CSAP, CMHS, and PATH Project Officer for the State or Jurisdiction
- The names of previous Project Officers for the State or Jurisdiction

Once logged in to WebBGAS, all users, including citizen users, can view the information on the SAMHSA Contacts Page. Only authorized SAMHSA users can add a new State Project Officer. After adding or editing information, remember to click the “Save” button to save the information.



## Editing a SAMHSA Contact

By clicking the “New” button, a window appears. SAMHSA users can use this window to enter information about the new SAMHSA contact or Project Officer. The newly entered information will then be visible on the SAMHSA Contacts Page (shown here). A history of SAMHSA contacts over the past 2 years for this State or Jurisdiction, including start dates and end dates, is available by Clicking “View History” as shown below.

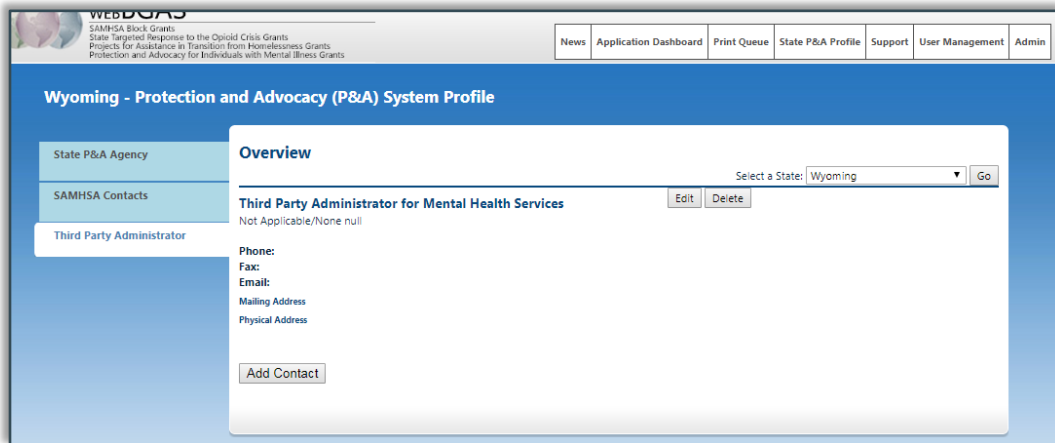


CMHS State PO History				
SPO	Start Date	End Date	Added By	Added On
Asha Stanly	8/26/2014		Ernest Fields	8/26/2014
Olinda Gonzalez	3/12/2014	8/25/2014	Ernest Fields	3/12/2014
Asha Stanly	7/19/2013	3/11/2014	Admin User	8/13/2013

**OK**

## Third Party Administrator

The Third Party Administrator for Mental Health Services Page contains contact information for the current Third Party Member for the State or Jurisdiction.



## The SABG Behavioral Health Assessment and Plan

An illustrative sample of an SABG Behavioral Health Assessment and Plan is shown below for a hypothetical State named "Smoke Test 1."

**WEBBGAS**  
 SAMHSA Block Grants  
 State Targeted Response to the Opioid Crisis Grants  
 Projects for Assistance in Transition from Homelessness Grants  
 Protection and Advocacy for Individuals with Mental Illness Grants

Welcome back, BGHD! | [Help](#)

News | **Application Dashboard** | Home | **View Application** | Print Queue | Reports | State Profile | Support | User Management

### Smoke Test 1 - FY2018-2019 SABG Behavioral Health Assessment and Plan Submitted

Application Progress: 100%

Overview	Overview
State Information	<b>Application Forms Overview</b> <b>State Information</b> <span style="float: right;">100%</span> <a href="#">State Information</a> 2018 Complete <a href="#">Chief Executive Officer's Funding Agreement - Certifications and Assurances / Letter Designating Signatory Authority</a> 2018 Complete <a href="#">Disclosure of Lobbying Activities</a> 2018 Complete <hr/> <a href="#">State Information</a> 2019 Complete <a href="#">Chief Executive Officer's Funding Agreement - Certifications and Assurances / Letter Designating Signatory Authority</a> 2019 Complete <a href="#">Disclosure of Lobbying Activities</a> 2019 Complete
Planning Steps	<b>Planning Steps</b> <span style="float: right;">100%</span> <a href="#">Step 1: Assess the strengths and needs of the service system to address the specific populations.</a> Complete <a href="#">Step 2: Identify the unmet service needs and critical gaps within the current system.</a> Complete <a href="#">Quality and Data Collection Readiness</a> Complete
Planning Tables	<b>Planning Tables</b> <span style="float: right;">100%</span> <a href="#">Table 1 Priority Areas and Annual Performance Indicators</a> Complete <a href="#">Table 2 State Agency Planned Expenditures</a> 2018 Complete <a href="#">Table 3 SABG Persons in need/receipt of SUD treatment</a> Complete <a href="#">Table 4 SABG Planned Expenditures</a> 2018 Complete <a href="#">Table 5a SABG Primary Prevention Planned Expenditures</a> 2018 Complete <a href="#">Table 5b SABG Primary Prevention Planned Expenditures by IOM Category</a> 2018 Complete <a href="#">Table 5c SABG Planned Primary Prevention Targeted Priorities</a> 2018 Complete <a href="#">Table 6 Categories for Expenditures for System Development/Non-Direct-Service Activities</a> 2018 Complete <hr/> <a href="#">Table 2 State Agency Planned Expenditures</a> 2019 Not Required <a href="#">Table 4 SABG Planned Expenditures</a> 2019 Complete <a href="#">Table 5a SABG Primary Prevention Planned Expenditures</a> 2019 Complete <a href="#">Table 5b SABG Primary Prevention Planned Expenditures by IOM Category</a> 2019 Complete <a href="#">Table 5c SABG Planned Primary Prevention Targeted Priorities</a> 2019 Complete
Environmental Factors and Plan	
Attachments	
Revision Requests	
SAMHSA Review	
Documentation Log	
Status Log	

## SPO Approve Application

SAMHSA users can only view an application after it has been created by the State or Jurisdiction Supervisor. The review process cannot formally begin until the State Supervisor submits the application to SAMHSA. The SPO will receive an email notifying him or her that the application has been submitted, and can begin the review process. There are two ways an SPO can navigate the SAMSHA Review Screen: (1) From the Application Dashboard and (2) From within the application.

States	Plan	Report	Synar Status	Number of Open Revisions			2019 SABG Behavioral Health Assessment and Plan				2019 SABG Behavioral Health Report				Details			
				Plan	Report	ASR	CSAT		CSAP		CSAT		CSAP			Synar	Director	Grants
							SPO	TL	SPO	TL	SPO	TL	SPO	TL				
Region 11 - Test Region																		
American Indian Consortium	Plan	Report not created	Synar not created														Detail	
Smoke Test 2	Plan *	Report not created	Synar	0		0											Detail	
Smoke Test 1	Plan *	Report	Synar	1		0	✓	✓	✓	✓							Detail	

\* Combined Behavioral Health Plan

The next two pages will demonstrate two options to navigate the SAMHSA Review Screen from the Application Dashboard and from within an application.

## Option 1: Navigate from the Application Dashboard

Once you click on the “Plan” button, you will be directed to the SAMHSA Review Page (shown below). On this page, you can begin the review process by clicking on the CSAT Review Checklist by clicking “CSAT PO, TL” hyperlink. You can access the CSAP Review Checklist by clicking the “CSAP PO, TL” hyperlink.

The screenshot displays the WEBBGAS application interface. At the top, there is a navigation bar with links for News, Application Dashboard, Home, View Application, Print Queue, Reports, State Profile, Support, and User Management. A user greeting "Welcome back, Justin!" and a "Log out" link are also present. The main content area is titled "Smoke Test 1 - F Submitted" and "Health Assessment and Plan". A progress bar indicates "Application Progress: 100%".

The central part of the page shows a table for "FY2016-2017 SABG Behavioral Health Assessment and Plan". The table has two main sections: "CSAT PO, TL" and "CSAP PO, TL". Each section contains a table of tasks with columns for "Task", "Signed", and "Dated".

Two red callout boxes with arrows point to the "CSAT PO, TL" and "CSAP PO, TL" links in the table. The first callout box contains the text: "Click 'CSAT PO, TL' to open the CSAT Review Checklist." The second callout box contains the text: "The CSAP Review Checklist can also be opened from this page."

FY2016-2017 SABG Behavioral Health Assessment and Plan			
<b>CSAT PO, TL</b>			
Task:	CSAT SPO Review Check List Approval	Signed:	[Pending]
		Dated:	
Task:	CSAT Team Lead Review Check List Approval	Signed:	[Pending]
		Dated:	
Last Updated		By:	Dated:
<b>CSAP PO, TL</b>			
Task:	CSAP SPO Review Check List Approval	Signed:	[Pending]
		Dated:	
Task:	CSAP Team Lead Review Check List Approval	Signed:	[Pending]
		Dated:	
Last Updated		By:	Dated:

## Option 2: Navigate from within the Application

Once the State has submitted the application, the “SAMHSA Review” tab will appear in the left navigation pane. This tab is visible to both SPOs and Team Leads. Click it to access the Review Checklist. The SPO completes the application Review Checklist. Once the SPO has signed off on the application, the Team Lead reviews the application and completes the same Review Checklist.

WebBGAS  
Application for SAMHSA Block Grants and  
Projects for Assistance in Transition from Homelessness Grants

Welcome back, Justin! | [Help](#) | [Log out](#)

News Application Dashboard Home View Application Print Queue State Profile Reports Support User Management

### Smoke Test 1 - FY2016-2017 SABG Behavioral Health Assessment and Plan Submitted

Application Progress: 100%

Overview

State Information

Planning Steps

Planning Tables

Environmental Factors and Plan

Attachments

Revision Requests

SAMHSA Review

Status Log

#### Overview

##### Application Forms Overview

Section	Progress
<b>State Information</b>	100%
<a href="#">State Information</a>	Complete
<a href="#">Chief Executive Officer's Funding Agreement - Certifications and Assurances / Letter Designating Signatory Authority</a>	Complete
<a href="#">Disclosure of Lobbying Activities</a>	Complete
<b>Planning Steps</b>	100%
<a href="#">Step 1: Assess the State's Current Behavioral Health System</a>	Complete
<a href="#">Step 2: Identify the State's Behavioral Health Needs, Strengths, and Opportunities</a>	Complete
<b>Planning Tables</b>	100%
<a href="#">Table 1: Priority Areas</a>	Complete
<a href="#">Table 2: State Agency Roles</a>	Complete
<a href="#">Table 3: State Agency Roles</a>	Complete
<a href="#">Table 4: SABG Planned Expenditures</a>	Complete
<a href="#">Table 5a: SABG Primary Prevention Planned Expenditures</a>	Complete
<a href="#">Table 5b: SABG Primary Prevention Planned Expenditures by IQM Category</a>	Complete
<a href="#">Table 5c: SABG Planned Primary Prevention Targeted Priorities</a>	Complete
<a href="#">Table 6a: SABG Resource Development Activities Planned Expenditures</a>	Complete
<b>Environmental Factors and Plan</b>	100%
<a href="#">1. The Health Care System and Integration</a>	Complete
<a href="#">2. Health Disparities</a>	Complete
<a href="#">3. Use of Evidence in Purchasing Decisions</a>	Complete
<a href="#">4. Prevention for Serious Mental Illness</a>	Complete
<a href="#">5. Evidence-Based Practices for Early Intervention (5 percent set-aside)</a>	Complete
<a href="#">6. Participant Directed Care</a>	Complete

## The Review Checklist

The CSAT and CSAP Review Checklists are divided into four sections:

- State Information
- Planning Steps
- Planning Tables
- Environmental Factors and Plan

The screen shot below shows the CSAT Review Checklist for State Information. The SPO must complete all four sections of the checklist. Remember to click the “Save” button to save changes to the Review Checklist before leaving the page. Unsaved changes will be lost.

The screenshot displays the SAMHSA WebGAS application interface. At the top, there is a navigation menu with options: News, Application Dashboard, Home, View Application, Print Queue, Reports, State Profile, Support, and User Management. The main header shows the application title "Smoke Test 1 - FY2018-2019 SABG Behavioral Health Assessment and Plan Submitted" and a progress bar indicating "Application Progress: 100%".

The central area is titled "Review Checklist" and features a sidebar on the left with navigation links: Overview, State Information, Planning Steps, Planning Tables, Environmental Factors and Plan, Attachments, Revision Requests, SAMHSA Review, Documentation Log, and Status Log. The main content area is divided into four sections, each with a corresponding link in a red-bordered box: "State Information", "Planning Steps", "Planning Tables", and "Environmental Factors and Plan". A red arrow points from a text box "Links to the four sections of the checklist" to these links.

Below the links, there are buttons for "Save", "Cancel", and "Print". A red arrow points from a text box "Click the 'Save' button to save any changes to the checklist before leaving the page." to the "Save" button. There are also buttons for "PO Approve", "Approve", and "TL Reject".

The checklist content includes:

- Section IV: Environmental Factors and Plan**
- Narrative 23. Syringe Services Program (SSP) - (Not Required)** (View SSP - Table A)
- 23-1 Is the state eligible to apply? (See list of eligible states)
- 23-2 Did the state apply for the SSP for FY 2018 through the FY 2018 - 2019 Behavioral Health Assessment and Plan?
- 23-3 Did the state complete Table A?  Yes  No  N/A (✓)
- Narrative 24. Public Comment on the State Plan**
- 24-1 Did the state take any of the following steps to make the public aware?  Yes  No (✓)
- 24-2 Public meetings or hearings?  Yes  No
- 24-3 Posting of the plans for public comment?  Yes  No
- 24-4 Other (public service announcements, print media?)  Yes  No
- 24-5 If yes, provide URL:  Yes  No

A text box at the bottom states: "(✓) Yes or N/A response required for the Review Checklist to be approved."

## The Review Checklist: Comments and Approval

- Note that data must be entered in the “Comments for Approval” text field before approval.
- Once all Review Checklist items are completed, the SPO can type his or her initials and select “PO Approve.”

The screenshot shows the 'Review Checklist' for 'Smoke Test 1 - FY2018-2019 SABG Behavioral Health Assessment and Plan Submitted'. The application progress is 100%. The interface includes a navigation menu with 'View Application' selected. The checklist is divided into sections: State Information, Planning Steps, Planning Tables, and Environmental Factors and Plan. The 'Comments for Approval' section contains a text field with the instruction: 'Data must be entered into the Comment for Approval text field before the user can click on the "PO Approve" button.' A red box highlights this text field. Another red box highlights the 'PO Approve' button, with the text: 'Once all Review Checklists items have been completed, the SPO can type their initials and click "PO Approve".' The 'Initials' field contains 'bgnd'. Below the checklist, there are status log items for 'Narrative IV: Environmental Factors and Plan'.

After the user clicks the “PO Approve” button, the following message will appear.

The dialog box displays the following text:

bgas-uat.feisystems.com says  
Are you sure you want to approve this checklist?  
You cannot undo after it is approved.

Buttons: OK, Cancel

## Team Lead Approve Application

The Team Lead will complete the review the Review Checklist after the SPO has reviewed and approved the application.

The screenshot displays the 'View Application' page for 'Smoke Test 1 - FY2018-2019 SABG Behavioral Health Assessment and Plan'. The application progress is 100%. The main content area shows a table of tasks and their approval status. Two red boxes highlight specific information: one for the CSAP review checklist and another for the CSAT review checklist.

Task	Signed	Dated
CSAP SPO Review Check List Approval	Smoke Tester	6/17/2018 10:39:33 AM
CSAP Team Lead Review Check List Approval	BGHD Helpdesk	6/17/2018 10:39:51 AM
Last Updated By: Smoke Tester Dated: 6/17/2018 10:39:51 AM		
CSAT SPO Review Check List Approval	BGHD Helpdesk	11/13/2018 12:24:53 PM
CSAT Team Lead Review Check List Approval	[Pending]	
Last Updated By: BGHD Helpdesk Dated: 11/13/2018 12:24:53 PM		

In this example:

- The CSAP Review Checklist has been approved by both the SPO and the Team Lead
- The CSAT Review Checklist has been approved by the SPO but not the Team Lead.
- Thus, the CSAT Review Checklist is identified as Pending.
- Also, the CSAT Team Lead can approve or reject the CSAT Review Checklist by opening the checklist which is accomplished by selecting the “CSAT PO, TL” hyperlink.

## Team Lead Can Approve or Reject Checklist

The SAMHSA Team Lead can change the approval status and add comments using the text boxes. When an application is ready to be approved, the Team Lead will enter his or her initials in the text box and click the “TL Approve” button as shown below.

The screenshot shows the 'Review Checklist' for 'Smoke Test 1 - FY2018-2019 SABG Behavioral Health Assessment and Plan Submitted'. The interface includes a left sidebar with navigation options like Overview, State Information, Planning Steps, etc. The main content area shows a checklist with sections for State Information and CEO Funding. At the top right, there are buttons for 'Save', 'Cancel', and 'Print'. Below these are buttons for 'PO Approve', 'TL Approve', and 'TL Reject'. A text box for 'Initials' is also present. Two red callout boxes provide instructions: one points to the 'Save' and 'TL Reject' buttons, stating 'The Team Lead can reject the Review Checklist by changing the approval status to “No” for a particular question, clicking “Save” and then clicking “TL Reject”'; the other points to the 'Initials' box and 'TL Approve' button, stating 'Or the Team Lead can approve the Review Checklist by typing their initials and clicking “TL Approve”'.

Also, the Team Lead can reject the Review Checklist by changing the approval status to “No” for a specific question, then clicking the “Save” button, and then selecting the “TL Reject” button.

## Checklists have been Approved

- In this example, the Review Checklists have been approved, as indicated by the signatures.
- Note that once a Review Checklist has been approved, it can no longer be edited by the SPO or the Team Lead.
- In the event that a Review Checklist has been accidentally approved, please contact the BGAS Help Desk.

**Smoke Test 1 - FY2018-2019 SABG Behavioral Health Assessment and Plan Submitted** Application Progress: 100%

**Overview** **FY20**

**State Information** **CSAP**

**Planning Steps**

**Planning Tables**

**Environmental Factors and Plan**

**Attachments**

**Revision Requests** **CSAT PO, TL**

**SAMHSA Review**

**Documentation Log**

**Status Log**

Task	Signed	Dated
CSAP SPO Review Check List Approval	BGHD Helpdesk	6/17/2018 10:39:33 AM
CSAP Team Lead Review Check List Approval	Smoke Tester	6/17/2018 10:39:51 AM
Last Updated	By: Smoke Tester	Dated: 6/17/2018 10:39:51 AM
CSAT SPO Review Check List Approval	Smoke Tester	11/13/2018 12:24:53 PM
CSAT Team Lead Review Check List Approval	BGHD Helpdesk	11/20/2018 8:56:46 AM
Last Updated	By: BGHD Helpdesk	Dated: 11/20/2018 8:56:46 AM

**As indicated by the signatures, both the CSAT & CSAP Review Checklists have been fully approved in this example.**

**Once a Review Checklist is approved, it can no longer be edited by the SPO or TL. Contact the BGAS Help Desk if the Review Checklists is approved by mistake**

# Revision Requests

- SPOs and Team Leads can request revisions to the application by selecting the “Revision Requests” tab.
- The Revision Request Page allows the SPO and Team Lead to view or delete current revision requests and create new revision requests, which will be sent to the State.

The screenshot shows the SAMHSA application interface for a grant titled "Smoke Test 1 - FY2018-2019 SABG Behavioral Health Assessment and Plan Submitted". The application progress is 100%. The left sidebar contains navigation tabs: Overview, State Information, Planning Steps, Planning Tables, Environmental Factors and Plan, Attachments, Revision Requests (highlighted in red), SAMHSA Review, Documentation Log, and Status Log. The main content area displays a table of tasks for the "FY2018-2019 SABG Behavioral Health Assessment and Plan".

FY2018-2019 SABG Behavioral Health Assessment and Plan					
<a href="#">CSAP PO, TL</a>					
Task:	CSAP SPO Review Check List Approval	Signed:	Smoke Tester	Dated:	6/17/2018 10:39:33 AM
Task:	CSAP Team Lead Review Check List Approval	Signed:	Smoke Tester	Dated:	6/17/2018 10:39:51 AM
Last Updated		By:	Smoke Tester	Dated:	6/17/2018 10:39:51 AM
<a href="#">SAL PO, TL</a>					
Task:	CSAT SPO Review Check List Approval	Signed:	BGHD Helpdesk	Dated:	11/13/2018 12:24:53 PM
Task:	CSAT Team Lead Review Check List Approval	Signed:	BGHD Helpdesk	Dated:	11/20/2018 8:56:46 AM
Last Updated		By:	BGHD Helpdesk	Dated:	11/20/2018 8:56:46 AM

## The Revisions Page

- Revision requests are organized by application section.
- To add a new revision request, first click the “Add” button under the relevant section.

The screenshot displays the 'Revisions' page for a submitted application titled 'Smoke Test 1 - FY2018-2019 SABG Behavioral Health Assessment and Plan Submitted'. The application progress is shown as 100%. The page is organized into a sidebar with navigation options: Overview, State Information, Planning Steps, Planning Tables, Environmental Factors and Plan, Attachments, Revision Requests, SAMHSA Review, Documentation Log, and Status Log. The main content area lists several sections, each with an 'Add' button:

- State Information** (FFY 2018): There's no revision for this form.
- Chief Executive Officer's Funding Agreement - Certifications and Assurances / Letter Designating Signatory Authority** (FFY 2018): There's no revision for this form.
- Disclosure of Lobbying Activities** (FFY 2018): There's no revision for this form.
- State Information** (FFY 2019): There's no revision for this form. **Click "Add" to add a new revision request** (highlighted in a red box with an arrow pointing to the 'Add' button).
- Chief Executive Officer's Funding Agreement - Certifications and Assurances / Letter Designating Signatory Authority** (FFY 2019): There's no revision for this form.
- Disclosure of Lobbying Activities** (FFY 2019): There's no revision for this form.
- Planning Steps** (Step 1: Assess the strengths and needs of the service system to address the specific populations): There's no revision for this form.

## Revision Request Description

- Next, enter the requested change in the “Description” text field.
- When finished, click the “Save” button.

The screenshot displays the SAMHSA Block Grants application interface. At the top, there is a navigation bar with links for News, Application Dashboard, Home, View Application, Print Queue, Reports, State Profile, Support, and User Management. The main header shows the application title "Smoke Test 1 - FY2018-2019 SABG Behavioral Health Assessment and Plan Submitted" and an "Application Progress: 100%" indicator.

The left sidebar contains a menu with the following items: Overview, State Information, Planning Steps, Planning Tables, Environmental Factors and Plan, Attachments, Revision Requests, SAMHSA Review, Documentation Log, and Status Log. The "Revision Requests" item is currently selected.

The main content area is titled "Revisions" and contains a "State Information" section. This section includes several entries, each with a link to a specific form and a status message: "State Information FFY 2018" (no revision), "Chief Executive Officer's Funding Agreement - Certifications and Assurances / Letter Designating Signatory Authority FFY 2018" (no revision), "Disclosure of Lobbying Activities FFY 2018" (no revision), "State Information FFY 2019" (no revision), and "Disclosure of Lobbying Activities FFY 2019" (no revision). Each entry has an "Add" button.

A red box highlights the "Description:" text field, which contains the placeholder text "Type a description of the revision request here." A red arrow points from the box to the text field, and another red arrow points from the box to the "Save" button located below the text field.

**Type a description for the revision request and then click "Save".**

## Send Revision Request to the State

- Revision requests are not automatically sent to the State or Jurisdiction.
- To send the request to the State, select the “Ready to Send” check box.
- Next, click the “Send to State” button.

The screenshot shows the WEBBGAS application interface. The top navigation bar includes links for News, Application Dashboard, Home, View Application, Print Queue, State Profile, Reports, Support, and User Management. The user is logged in as Justin. The main content area displays the application details for 'Smoke Test 1 - FY2016-2017 MHBG Behavioral Health Assessment and Plan', which is marked as 'Submitted'. The application progress is shown as 100%. The 'Revisions' section is active, showing a table with columns for Description, Created by, Created Date, Status, and Actions. A revision request has been created by Justin, but it is not yet sent to the State/Jurisdiction. The 'Ready to Send' checkbox is unchecked. The 'Edit' and 'Delete' buttons are highlighted in red, and the 'Send to State' button is also highlighted in red. Red arrows point from the text boxes to these buttons and the checkbox.

**In this example, a revision request has been created but it has not yet been sent to the State/Jurisdiction.**

**A revision request can be edited by clicking "Edit," or it can be sent to the State/Jurisdiction by clicking "Ready to Send" and then "Send to State."**

- In the above example, a revision request has been created but it has not yet been sent to the State or Jurisdiction.

## Request Sent to the State

- In this example, the revision request has been sent to the State or Jurisdiction as noted by the “Sent to State” indicator.

The screenshot displays the SAMHSA application interface for 'Smoke Test 1 - FY2018-2019 SABG Behavioral Health Assessment and Plan Submitted'. The application progress is at 100%. A sidebar on the left contains navigation options: Overview, State Information, Planning Steps, Planning Tables, Environmental Factors and Plan, Attachments, Revision Requests, SAMHSA Review, Documentation Log, and Status Log. The main content area is titled 'Revisions' and includes a 'Print' and 'Send to State' button. Under 'State Information', there are sections for FFY 2018 and FFY 2019, each with an 'Add' button. A table lists revision requests with columns for Description, Created by, Created Date, Status, and Actions. One entry is highlighted with a red box and an arrow pointing to its status: 'Type discrimination of revision request here', created by 'BGHD Helpdesk' on '11/20/2018 10:33 AM', with a status of 'Sent to State'. A red callout box with white text states: 'The revision request has been sent as indicated by the status "Sent to State"'. Below the table, there are sections for 'Chief Executive Officer's Funding Agreement - Certifications and Assurances / Letter Designating Signatory Authority, FFY 2018' and 'Disclosure of Lobbying Activities, FFY 2019', each with an 'Add' button.

Description	Created by	Created Date	Status	Actions
Type discrimination of revision request here	BGHD Helpdesk	11/20/2018 10:33 AM	Sent to State	<a href="#">View</a> <a href="#">Delete</a>

## The Application Dashboard Updates

- After the revision request has been sent to the State or Jurisdiction, the Application Dashboard Page will automatically update.
- If you return to the Application Dashboard Page, as shown below, the number of active revisions will be populated in the “Number of Open Revisions” column
- If you click on the numbers in that column, the system will redirect you back to the Revision Request Page.

The screenshot shows the SAMHSA Block Grants Application Dashboard. A red box highlights the 'Number of Open Revisions' column, which is divided into 'Plan', 'Report', and 'ASR' sub-columns. A callout box points to the 'Plan' sub-column for Massachusetts, which contains the number '0'. The table also shows 'Report' and 'ASR' counts for other states.

States	Plan Status	Report Status	Synar Status	Number of Open Revisions			2019 SABG Behavioral Health Assessment and Plan				2019 SABG Behavioral Health Report				Details			
				Plan	Report	ASR	SPO	TL	SPO	TL	SPO	TL	SPO	TL		Synar	Director	Grants
Region 1 - Boston																		
Connecticut	Plan *		created	0	0	0												Detail
Massachusetts	Plan			0	2	0	✓			✓					✓			Detail
Maine	Plan					1									✓			Detail
New Hampshire	Plan					0									✓			Detail
Rhode Island	Plan *	● Report not created	● Synar			0												Detail
Vermont	Plan not created	● Report not created	● Synar			0									✓			Detail

# The Documentation Log

## Accessing the Documentation Log

- The Documentation Log can be accessed from the Dashboard.
- To do so, select the “Documentation Log” tab on the left hand menu.
- Complete the three required fields and click the “Go” button.

From the Dashboard go to the Left Hand menu and click on Documentation Log

States	Plan Status	Report Status	Synar Status	Plan
Region 1 - Boston				
Connecticut				
Massachusetts	Plan	Report	Synar	0
Maine	Plan	Report	Synar	
New Hampshire	Plan	Report not created	Synar	
Rhode Island	Plan	Report not created	Synar not created	
Vermont	Plan not created	Report not created	Synar not created	
* Combined Behavioral Health Plan				
States	Plan Status	Report Status	Synar Status	Plan
Region 2 - New York				
New Jersey	Plan	Report	Synar	0
New York	Plan not created	Report not created	Synar not created	
Puerto Rico	Plan not created	Report	Synar not created	
Virgin Islands	Plan not created	Report not created	Synar not created	

1) Select the State

2) Select Fiscal Year

3) Select the Application

4) Click on Go

Alabama	Plan	In Progress		
Alaska	Plan *	In Progress		
American Indian Consortium				
American Samoa				
Arizona				
California				
Colorado				
Connecticut	Plan *	In Progress		
Delaware	Plan *	In Progress		
	Plan not	Not		

## Accessing the Documentation Log, Continued

- The Documentation log can also be activated directly from within an Application.
- Note the “Documentation Log” tab on the left side.

The screenshot displays the SAMHSA application interface. At the top, there is a navigation menu with options: News, Application Dashboard, Home, View Application, Print Queue, Reports, State Profile, Support, and User Management. The main header shows the application title "Smoke Test 1 - FY2018-2019 SABG Behavioral Health Assessment and Plan Submitted" and an "Application Progress: 100%" indicator. On the left sidebar, the "Documentation Log" tab is highlighted with a red box. A red arrow points from a text box to this tab. The text box contains the instruction: "From within the application click on 'Documentation Log'". The main content area shows a "Review Checklist" with tabs for "State Information", "Planning Steps", "Planning Tables", and "Environmental Factors and Plan". Below the tabs, there are buttons for "Save", "Cancel", and "Print", and a link for "Open Application". There are also buttons for "PO Approve", "TL Approve", and "TL Reject". The "Comments for Approval" section contains a text area with the instruction: "Data must be entered into the Comment for Approval text field before the user can click on the 'PO Approval' button." The bottom of the page shows a question: "1-1 Is the State Information provided complete, accurate and up to date?" with radio buttons for "Yes" and "No".

## Add a Project Officer Note

- To add a note, you must complete the four fields (State, Fiscal Year, Application, and Type of Activity).
- The other fields are optional.
- Enter the note in the text field.

**1) To add a note a User must complete the top four fields. The other fields are optional.**

**2) Enter note**

**3) Click on "Save Note"**

**4) Once a note is saved is saved it will appear here**

**To add an attachment click the "Attachment" button**

Year	Application	Contact	Activity	Date	Note
2019	2019 Combined Behavioral Health Assessment and Plan	See Note Field	Other	10/24/2018 1:54PM	Enter

- Click on the "Save Note" button.
- The note information will appear below.
- When the note is saved, an "Attachment" button will appear.
- Four types of attachments can be uploaded to the Documentation Log: Word, PDF, Excel, and HTML.
- To attach an email, first convert it to a PDF file and then upload it as an attachment

## Search for Past Notes

- To search for past notes, click on the “Search Note” tab in the upper left hand corner.
- Next, select search parameters, and click the “Search” button.
- Any activity entered based on parameters will appear as shown in the screen grab below.

**1) To search for notes enter the parameters and click on the “Search” button.**

**Click on “Search”**

**All activities entered based on search parameters will appear here**

Year	Application	Date	Note	Attachments
2018	2018 Combined Behavioral Health Assessment and Plan	Response to TA Request 10/24/2018 2:31PM	Document note here Test Needs Assessment	

# Printing and Downloading

## To Print an Entire Application

To print an entire application, follow these steps as demonstrated in the screenshots below:

1. Navigate to the Existing Applications Page by clicking the “Existing Applications” tab in the menu bar.
2. Click the “Print” button corresponding to the application(s) you want to print.
3. If the application is ready for printing immediately, a window will appear to allow you to download the application by either opening it or saving it to a location of your choosing.

WEBBGAS  
Application for SAMHSA Block Grants and  
Projects for Assistance in Transition from Homelessness Grants

Welcome back, Mike! | [Help](#) | [Log out](#)

News **Application Dashboard** Print Queue State Profile Reports Support User Management

Existing Applications

Application Dashboard

Timeframes of Application Submission

State Profile

Welcome Mike, please select an application to proceed:

Test State AA

1) Navigate to the Application Dashboard by clicking "Application Dashboard" on the menu bar.

Application Name	# Revis					Last Updated User	Last Updated Date	Print
<a href="#">FY2016-2017 SABG Behavioral Health Assessment and Plan</a>	0	Progress					7/10/2015 2:29:19 PM	
<a href="#">FY2016-2017 MHBG Behavioral Health Assessment and Plan</a>	0	In Progress	0%	7/1/2015	9/3/2015		7/15/2015 7:15:23 AM	
<a href="#">FY2014-2015 SABG Behavioral Health Assessment and Plan</a>	0	Submitted	83%	1/1/2013				
2014 SABG Behavioral Health Assessment and Plan	0	In Progress	83%	12/1/2013				
<a href="#">FY2014-2015 MHBG Behavioral Health Assessment and Plan</a>	0	In Progress	2%	1/1/2013	9/3/2013	BGAS Helpdesk	9/24/2013 2:22:23 PM	Print
2014 MHBG Behavioral Health Assessment and Plan	0	In Progress	2%	12/1/2013	9/2/2014	BGAS Helpdesk	1/2/2013 11:59:33 AM	Print

2) Click the "Print" button corresponding to the application you want to print.

Steps are continued on the next screen shot...

## To Print an Entire Application, Continued

If the application is not ready to print immediately, you will be redirected to the Print Queue. The Print Queue estimates the time until the application will be ready for download. Once this time is reached, click Refresh Page and then click the "Download" tab. A window will appear to allow you to download the application by either opening it or saving it to a location of your choosing.

4. Now that the application has been downloaded, you may print the application normally (File → Print) using Adobe Reader or other PDF-compatible software.

The screenshot shows the SAMHSA Print Queue interface. At the top right, it says "Welcome back, Mikel | Help | Log out". Below this is a navigation menu with "News", "Application Dashboard", "Print Queue" (highlighted), "Reports", "Support", and "User Management". The main heading is "Print Queue" with a sub-note: "The following table lists items that you have queued to be printed. Items will stay in this list for 2 days." There is a "Refresh Page" button. A table lists items with columns: State, Application, Item, Created Date, Estimated Completion, Status, and Download. The first row is "Completed" and has a "Download" button. A "Refresh Page" button is also present. At the bottom, there is copyright information and the SAMHSA logo.

**If the application is not ready to print immediately, you will be redirected to the Print Queue.**

**This column indicates when the application is estimated to be ready for download.**

**3) Once the estimated completion time is reached, click "Refresh Page" and then click "Download."**

State	Application	Item	Created Date	Estimated Completion	Status	Download
Test State AA	FY2014-2015 MHBG Behavioral Health Assessment and Plan		9/4/2013 11:27:01 AM	9/4/2013 11:28:05 AM	Completed	Download
Test State AA	2014 SABG Behavioral Health Report		9/4/2013 11:27:50 AM	9/4/2013 11:27:50 AM	Merging	
Test State AA	2014 MHBG Behavioral Health Report		9/4/2013 11:51:30 AM	9/4/2013 11:51:30 AM	Running	

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Privacy | Disclaimer | FOIA | SPO List | State Contact List  
Help Desk Number: 1-888-301-BGAS(2427) | Help Desk Email: BGASHelpDesk@samhsa.hhs.gov  
Website: v5.1.0.0, 9/3/2013 4:15 PM; Database: feidb09.BGASUAT, v05.01.00

United States Department of Health & Human Services  
**SAMHSA**  
Substance Abuse and Mental Health Services Administration

## To Print Individual Forms

To print individual forms, instead of an entire application, follow these steps as demonstrated in the screenshots below:

1. Navigate to the Section Heading Page containing the form by clicking “View Application” in the menu bar and then clicking the appropriate Section Heading from the left navigation pane.

– OR –

Navigate to the form you wish to print from the Section Heading Page or the Application Overview Page.

2. Click the “Print” button corresponding to the form(s) you wish to print.
3. If the form is ready for printing immediately, a window will appear to allow you to download the form by either opening it or saving it to a location of your choosing.

If the form is not ready to download immediately, you will be redirected to the Print Queue. The Print Queue indicates the estimated time that the application will be ready for download. Once this time is reached, click “Refresh Page” and then click the “Download” tab. A window will appear to allow you to download the form by either opening it or saving it to a location of your choosing.

4. Now that the form has been downloaded, you may print the application normally (File → Print) using Adobe Reader or other PDF-compatible software.

The screenshot displays the WEBBGAS application interface. At the top, there is a navigation menu with options: News, Application Dashboard, Home, View Application, Print Queue, State Profile, Reports, Support, and User Management. The main content area is titled "Behavioral Health Assessment and Plan" and shows an application progress of 83%. Below this, there is a table of forms with columns for Form Name, Status, Change Status, and Print. The table lists various forms such as "Table 3 State Agency Planned Block Grant Expenditures by Service" and "Table 4 SARG Planned Expenditures FFY 2014". A red callout box points to the "View Application" button in the menu bar, and another red callout box points to the "Print" button in the table. A third red callout box points to the "Print" button in the table.

Form Name	Status	Change Status	Print
Table 3 State Agency Planned Block Grant Expenditures by Service	Complete	✓	Print
Table 4 SARG Planned Expenditures FFY 2014	Complete	✓	Print
Table 5a SARG Primary Prevention Planned Expenditures FFY 2014	Complete	✓	Print
Table 5b SARG Primary Prevention Planned Expenditures FFY 2014	Complete	✓	Print
Table 5c SARG Planned Primary Prevention Targeted Priorities FFY 2014	Complete	✓	Print
Table 6a SARG Resource Development Activities Planned Expenditures FFY 2014	Complete	✓	Print
Table 4 SARG Planned Expenditures FFY 2015	Complete	✓	Print
Table 5a SARG Primary Prevention Planned Expenditures FFY 2015	Complete	✓	Print
Table 5b SARG Primary Prevention Planned Expenditures FFY 2015	Complete	✓	Print
Table 5c SARG Planned Primary Prevention Targeted Priorities FFY 2015	In Progress		Print



## Reports

A key feature of WebBGAS site is the report catalog, which contains standard reports for specific sections of the Block Grant application. These reports allow SAMHSA users to easily access data from their current and previous applications and compare it to other States, Jurisdictions, or regions.

All the reports can be found in the report catalog where they are organized into thirteen domains:

- Report List
- Summary and Trends Reports
- Maintenance of Effort
- Expenditures (Planned and Reported)
- Persons Served (SA Treatment, SA Prevention, and MH Treatment)
- Performance Measures (SA Treatment and SA Prevention)
- Priorities
- Contact Information
- PATH
- Opioid STR
- Miscellaneous (e.g., State Synar Challenges)
- SAMHSA Operational
- Ad Hoc Reports

## Access Reports

- Each domain contains multiple reports.
- Click the plus (+) symbol next to the domain to see the list of available reports.
- In the example below, we have selected “Planned Expenditures.”

The screenshot shows the WEBBGAS interface. At the top, there is a navigation bar with the following items: News, Application Dashboard, Print Queue, Reports, State Profile, Support, and User Management. The 'Reports' item is highlighted in blue. A red arrow points from a text box to the 'Reports' menu item. The text box contains the instruction: "1) To access the Reports Section click on 'Reports' from the menu bar".

Below the navigation bar, the 'Reports' section is displayed. On the left, there is a 'Report Catalog' sidebar with a list of categories: Report List, Summary Reports, Maintenance of Effort, Expenditures, Persons Served, Performance Measures, Priorities, Contact Information, PATH, Miscellaneous, SAMHSA Operational, and Ad Hoc Reports. The 'Expenditures' category is selected, and a red arrow points from a text box to the '+' symbol next to it. The text box contains the instruction: "2) Click the '+' symbol to see available reports".

The main content area shows a 'Report Catalog' with a list of reports under the 'Expenditures' category. The reports are: Planned, Reported, SA Treatment, SA Prevention, MH Treatment, and Performance Measures. The 'Planned' report is highlighted in blue.

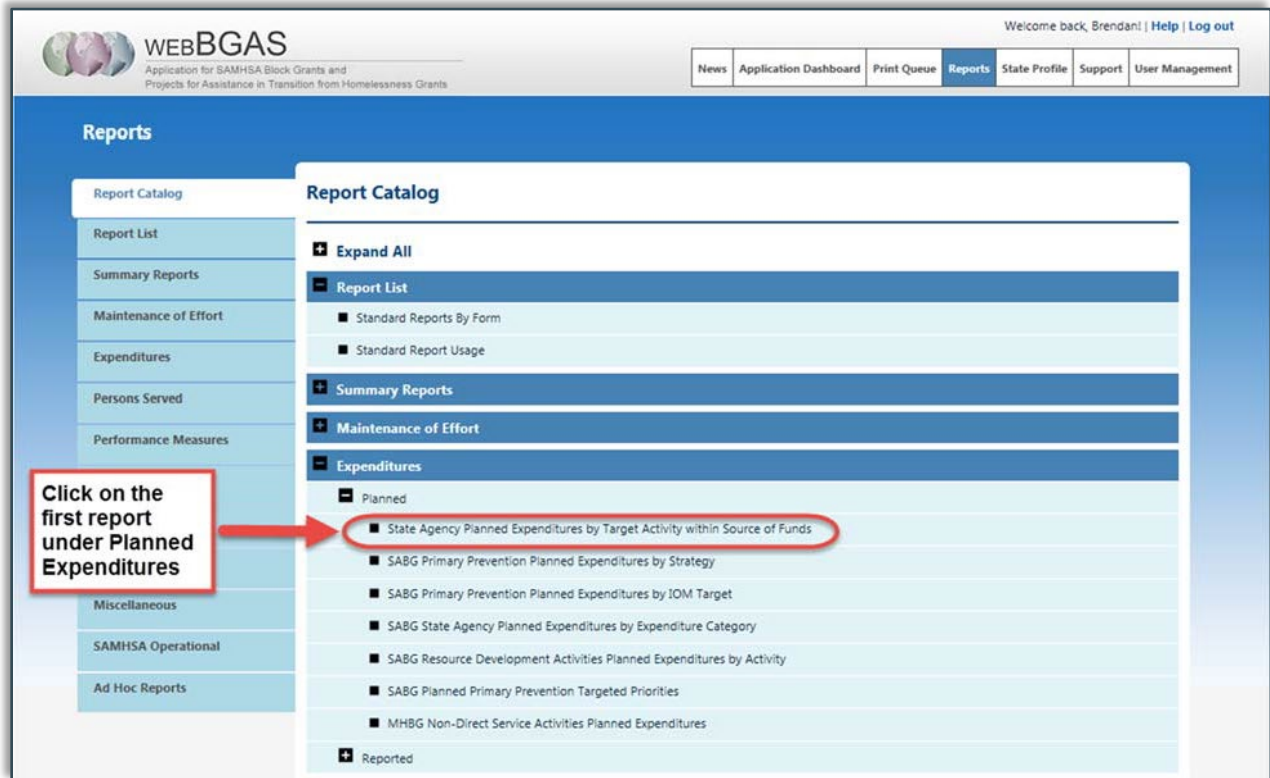
## Expand Lists of Reports

- Once you select the plus (+) symbol, the list of reports related to that subject will appear.
- Since we previously selected “Planned Expenditures,” the list of reports related to Planned Expenditures will now appear.

The screenshot shows the WebBGAS interface. At the top left is the logo and text: "WEBBGAS Application for SAMHSA Block Grants and Projects for Assistance in Transition from Homelessness Grants". At the top right, it says "Welcome back, Brendan! | Help | Log out". Below this is a navigation bar with links: "News", "Application Dashboard", "Print Queue", "Reports", "State Profile", "Support", and "User Management". The main content area is titled "Reports" and has a sidebar on the left with a "Report Catalog" menu. The main panel shows a "Report Catalog" with several expandable sections: "Expand All", "Report List", "Standard Reports By Form", "Sum", "Maintenance of Effort", "Expenditures", "Planned", and "Reported". The "Expenditures" section is expanded, and the "Planned" sub-section is also expanded, showing a list of reports. A red box highlights the "Planned" sub-section, and a red arrow points from a text box to it. The text box contains the text: "The list of reports related to Planned Expenditures now appear." The list of reports under "Planned" includes: "State Agency Planned Expenditures by Target Activity within Source of Funds", "SABG Primary Prevention Planned Expenditures by Strategy", "SABG Primary Prevention Planned Expenditures by IOM Target", "SABG State Agency Planned Expenditures by Expenditure Category", "SABG Resource Development Activities Planned Expenditures by Activity", "SABG Planned Primary Prevention Targeted Priorities", and "MHBG Non-Direct Service Activities Planned Expenditures".

## Run a Report

The example below shows how to run one of the Planned Expenditure Reports (“State Agency Planned Expenditures by Target Activity within Sources of Funds”).



The screenshot displays the WEBBGAS interface. At the top left is the logo and text: "WEBBGAS Application for SAMHSA Block Grants and Projects for Assistance in Transition from Homelessness Grants". At the top right, it says "Welcome back, Brendan! | Help | Log out" and includes navigation links: "News", "Application Dashboard", "Print Queue", "Reports", "State Profile", "Support", and "User Management". The main content area is titled "Reports" and features a "Report Catalog" sidebar on the left and a main "Report Catalog" panel on the right. The sidebar lists categories: "Report List", "Summary Reports", "Maintenance of Effort", "Expenditures", "Persons Served", "Performance Measures", "Miscellaneous", "SAMHSA Operational", and "Ad Hoc Reports". The main panel shows a tree view under "Expenditures" with sub-categories: "Planned" and "Reported". Under "Planned", several reports are listed, with the first one, "State Agency Planned Expenditures by Target Activity within Source of Funds", circled in red. A red callout box on the left contains the text "Click on the first report under Planned Expenditures" with an arrow pointing to the circled report title.

- Click on the first report listed under Planned Expenditures (“State Agency Planned Expenditures by Target Activity within Sources of Funds”).
- This takes you to the report’s page, which is shown on the following page.

## Data and Report Formats

The standard reports give you options on the type of data to include, how the report should be sorted, and to what format the report will output. The options available will depend on the report.

1) Select the years to include, which Block Grant, the type of output, and how the data will be sorted.


2) Select the States/Jurisdictions to be included in the report.

3) Click the "Run Report" button to create the report.

For the “State Agency Planned Expenditures by Target Activity within Source of Funds” report you can select the following:

### 1. General Options

- a. **From Year:** The first year of data in the report. The year “2015” is selected in the screenshot.
- b. **To Year:** The last year of data in the report. The year “2016” is selected in the screenshot. When the report is run data for the years 2015 and 2016 will be included.
- c. **Block Grant:** The options are SABG, MHBG, or Both. “SABG” is selected in the screenshot so only planned expenditures for the Substance Abuse Block Grant will be included in the report.
- d. **Output:** The report can be shown on the website, or downloaded as a PDF file or Excel file. “PDF” is selected in the screenshot.
- e. **Sort Order:** The order in which the States/Jurisdictions are listed in the report. The



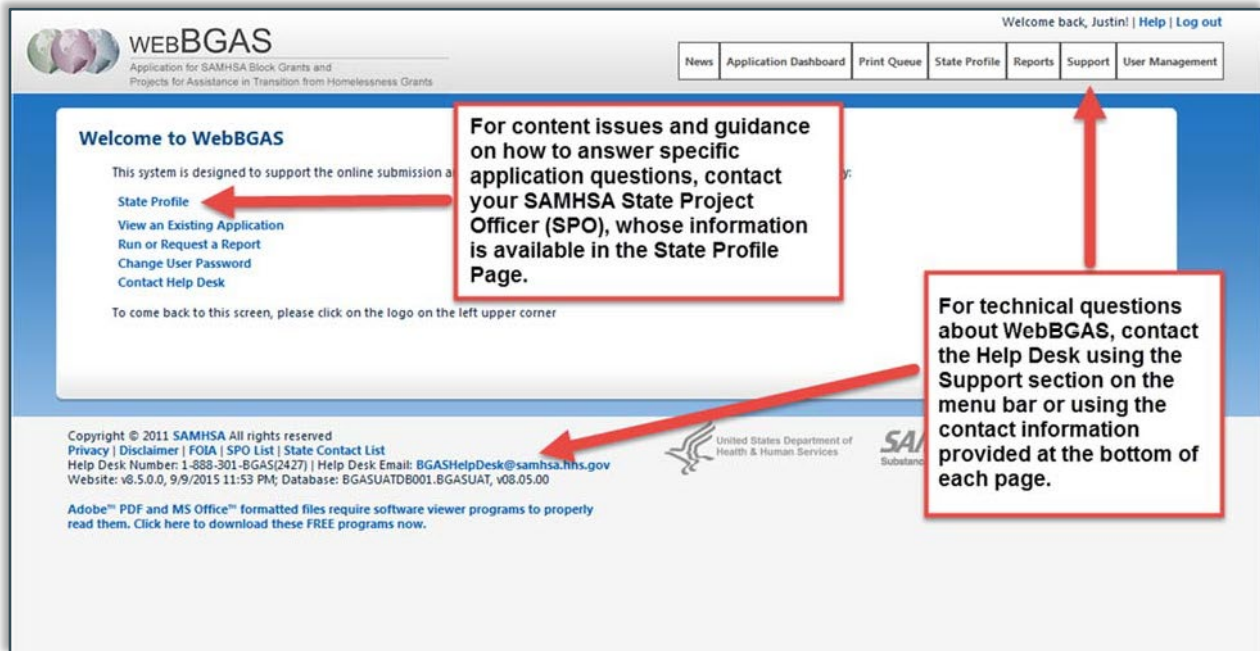
options are Alphabetically, Region #, and State-Jurisdictions. The “Alphabetically” is selected in the screenshot.

2. **State/Jurisdiction Selection:** All States/Jurisdictions that are checked will be listed individually in the report. You can also select States/Jurisdictions by region or SPO by clicking the dropdown box and changing it from “State/Jurisdiction” to “Region” or “SPO Assignment.” All States/Jurisdictions are selected in the screenshot.
3. **Run Report button:** Once you have selected what to include in the report click the “Run Report” button to generate the report.

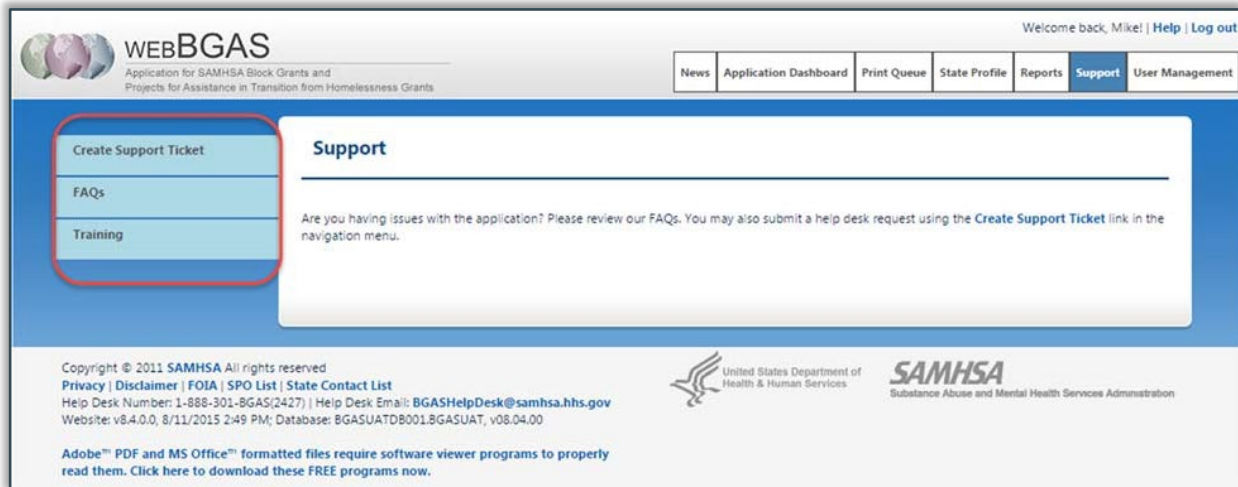
If you have questions about the reports please contact the WebBGAS Help Desk, which is described in the next section.

# Getting Help within the WebBGAS System

To get help with WebBGAS, you can click the "Support" tab in the menu bar to access the Support section of the system. You can also contact the WebBGAS Help Desk directly via the toll-free number and email address provided at the bottom of the Welcome Page.



The "Support" section of WebBGAS allows you to create a support ticket to submit to the Help Desk and provides access to materials such as frequently asked questions (FAQs) and posted training materials. You can access these sections of the Support Page by clicking the tabs in the left navigation pane (circled in red below).



## Create Support Ticket

- Clicking the “Create Support Ticket” tab directs you to the Create Support Ticket Page shown below.
- You can enter your information and a detailed explanation of the problem and then click “Submit.”
- The support ticket will be sent directly to the WebBGAS Help Desk staff who will respond to your question in a timely manner.
- You will also receive an email confirming the ticket has been submitted to the Help Desk.
- Clicking “FAQs” directs you to a list of questions that are frequently asked by users of the WebBGAS.
- If you see a question listed you want answered, simply click on that question and the answer will be displayed.

Application for SAMHSA Block Grants and Projects for Assistance in Transition from Homelessness Grants

Welcome back, Mike! | [Help](#) | [Log out](#)

News Application Dashboard Print Queue State Profile Reports **Support** User Management

Create Support Ticket

FAQs

Training

### Create Support Ticket

Use this form to submit a help desk ticket for support. We will contact you as soon as we can with a resolution for your issue.

Name:

Email Address:

Subject:

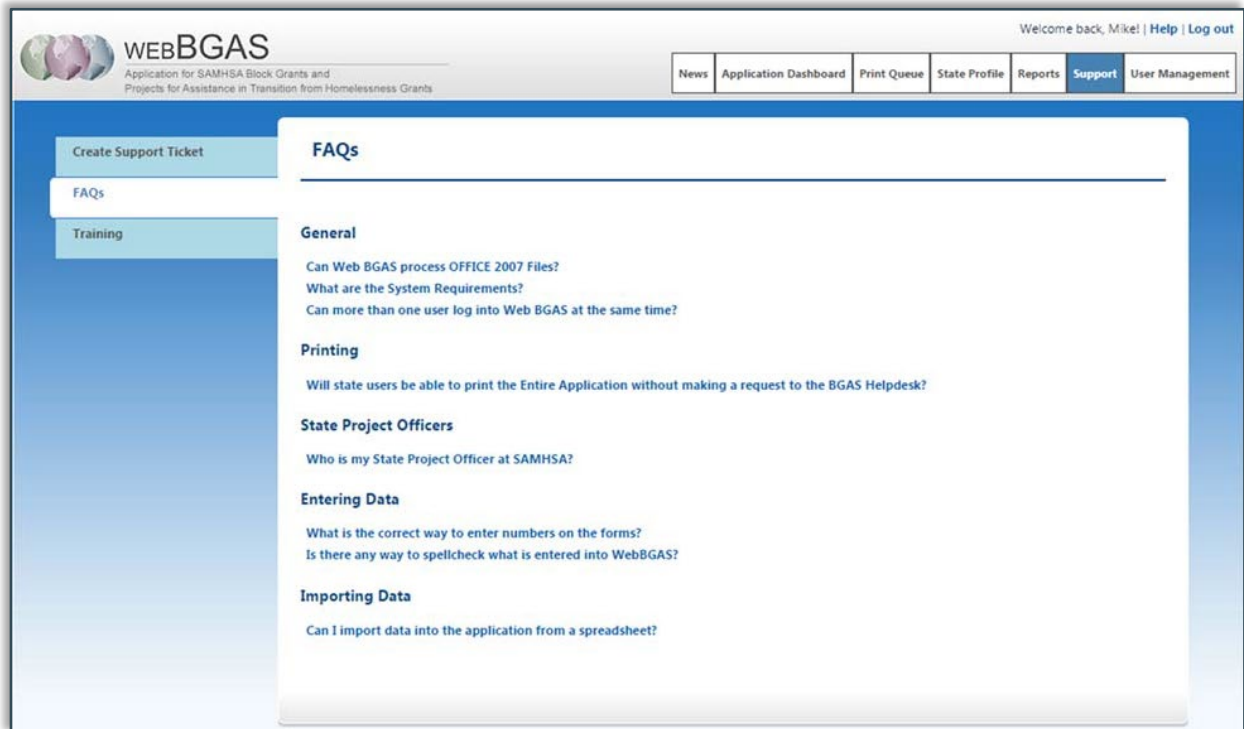
Detail:

This support ticket is designed to provide a pathway for you to contact the BGAS Help Desk of any issues/questions you may have in use of the WebBGAS application.

The WebBGAS support ticket does not request nor collect personally identifiable information (PII) other than your basic contact information for communications purposes. SAMHSA strongly suggests that you do not disclose any PII in this ticket. Any PII you chose to provide is protected by security controls consistent with the HHS Information Security and Privacy Policy and National Institutes of Standards and Technology and Office of Management and Budget guidance.

## FAQs

- Clicking “FAQs” directs you to a list of questions that are frequently asked by users of the WebBGAS.
- If you see a question listed you want answered, simply click on that question and the answer will be displayed.



The screenshot displays the WebBGAS user interface. At the top left, the logo features a globe with the text "WEBBGAS" and a subtitle: "Application for SAMHSA Block Grants and Projects for Assistance in Transition from Homelessness Grants". On the top right, a user greeting reads "Welcome back, Mike! | [Help](#) | [Log out](#)". A horizontal navigation bar contains the following menu items: "News", "Application Dashboard", "Print Queue", "State Profile", "Reports", "Support" (highlighted in blue), and "User Management".

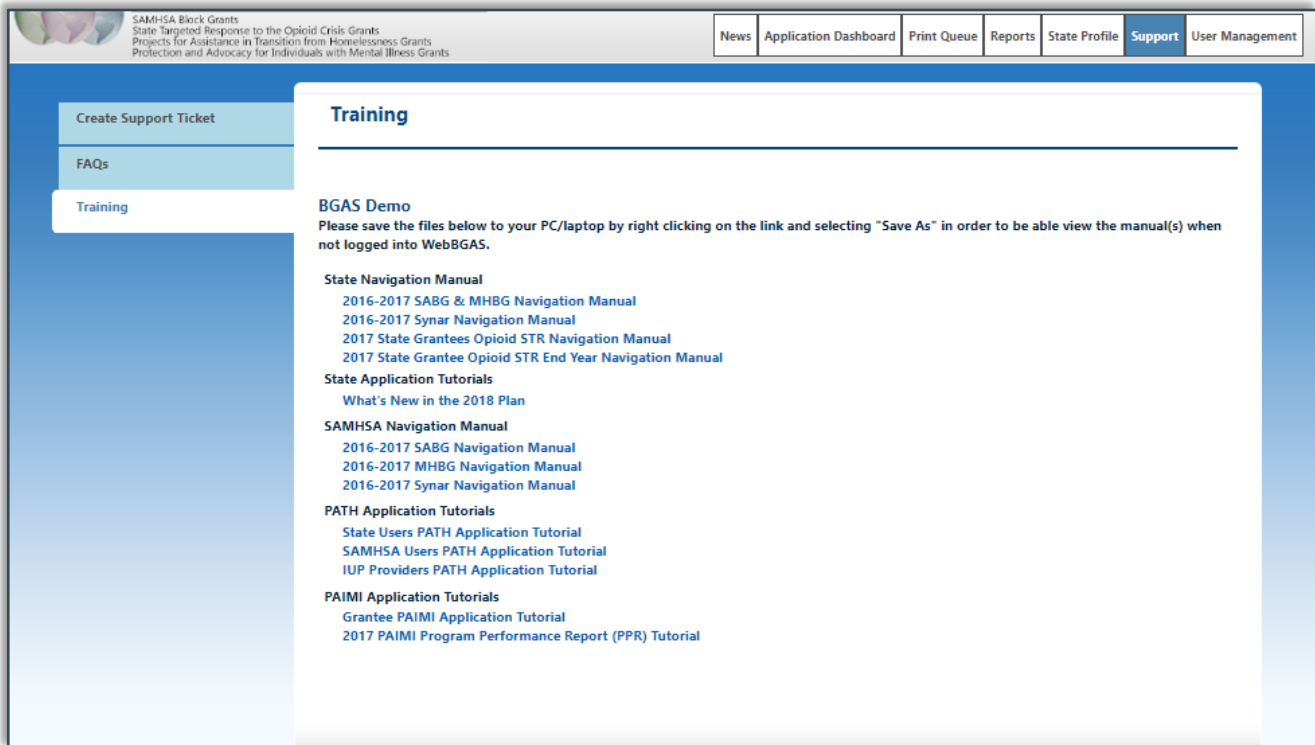
The main content area is titled "FAQs" and is organized into several sections:

- General**
  - Can Web BGAS process OFFICE 2007 Files?
  - What are the System Requirements?
  - Can more than one user log into Web BGAS at the same time?
- Printing**
  - Will state users be able to print the Entire Application without making a request to the BGAS Helpdesk?
- State Project Officers**
  - Who is my State Project Officer at SAMHSA?
- Entering Data**
  - What is the correct way to enter numbers on the forms?
  - Is there any way to spellcheck what is entered into WebBGAS?
- Importing Data**
  - Can I import data into the application from a spreadsheet?

On the left side of the interface, a vertical sidebar contains three menu items: "Create Support Ticket", "FAQs" (highlighted in blue), and "Training".

## Training

- Any training materials that have been posted to the system will be found in the “Training” section.
- Documents such as the system navigation manual as well as online demonstrations can be found here.



The screenshot shows the WebBGAS Training page. At the top, there is a header with the SAMHSA logo and text: "SAMHSA Block Grants State Targeted Response to the Opioid Crisis Grants Projects for Assistance in Transition from Homelessness Grants Protection and Advocacy for Individuals with Mental Illness Grants". To the right of the header is a navigation menu with links: News, Application Dashboard, Print Queue, Reports, State Profile, Support (highlighted), and User Management.

On the left side, there is a sidebar with three buttons: "Create Support Ticket", "FAQs", and "Training" (highlighted).

The main content area is titled "Training" and contains the following sections:

- BGAS Demo**  
Please save the files below to your PC/laptop by right clicking on the link and selecting "Save As" in order to be able view the manual(s) when not logged into WebBGAS.
- State Navigation Manual**
  - 2016-2017 SABG & MHBG Navigation Manual
  - 2016-2017 Synar Navigation Manual
  - 2017 State Grantees Opioid STR Navigation Manual
  - 2017 State Grantee Opioid STR End Year Navigation Manual
- State Application Tutorials**
  - What's New in the 2018 Plan
- SAMHSA Navigation Manual**
  - 2016-2017 SABG Navigation Manual
  - 2016-2017 MHBG Navigation Manual
  - 2016-2017 Synar Navigation Manual
- PATH Application Tutorials**
  - State Users PATH Application Tutorial
  - SAMHSA Users PATH Application Tutorial
  - IUP Providers PATH Application Tutorial
- PAIMI Application Tutorials**
  - Grantee PAIMI Application Tutorial
  - 2017 PAIMI Program Performance Report (PPR) Tutorial

# Troubleshooting

## Forgotten Username or Password

- At the login page, notice the “Forgot Password?” and “Forgot Username?” links.
- Click these links if you have forgotten your username or password.

The screenshot shows the WebBGAS login interface. On the left, there are four warning sections: UNAUTHORIZED ACCESS, COMPUTER USAGE, SENSITIVE INFORMATION, and RETENTION OF RECORDS. On the right, there is a login form with fields for Username and Password, and a Login button. Below the login form are two links: "Forgot Password?" and "Forgot Username? How to obtain a new user account." A red box highlights the text "Click these links if you have forgotten your username or password." with a red arrow pointing to the two links. At the bottom, there is a "Need Assistance?" section with contact information and a footer with copyright and contact details.

**WEBBGAS**  
Application for SAMHSA Block Grants and  
Projects for Assistance in Transition from Homelessness Grants

**WebBGAS**

**WARNING: UNAUTHORIZED ACCESS**  
Unauthorized access to this United States Government Computer System and software is prohibited by Title 18 United States Code, Section 1030, fraud and related activity in connection with computers.

**WARNING: COMPUTER USAGE**  
The Standards of Ethical Conduct for the Employees permit the use of government property, including co

**WARNING: SENSITIVE INFORMATION**  
Do not file sensitive information (e.g., information co

**WARNING: RETENTION OF RECORDS**  
Documents that you create electronically, including electronic mail, may be governed by the Federal Records Act (Title 44 United States Code 3314) just as hard-copy records can be. Do not destroy electronic records that are subject to the Act except pursuant to an approved records disposition schedule.

**Please login below:**

Username:   
Please enter a username

Password:   
Please enter a password

Login

**Click these links if you have forgotten your username or password.**

[Forgot Password?](#) [Forgot Username? How to obtain a new user account.](#)

**Need Assistance?**

If you need any help with the use of this application, you can **Email Us**, enter a support ticket from our **Help Desk Page** or contact our support desk at the number below.

Contact us Now at: 1-888-301-BGAS(2427)

**FUNDING REQUESTS:** If you are seeking individual behavioral health services or funding for your organization, please contact your local state health agency for assistance.

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Privacy | Disclaimer | FOIA | SPO List | State Contact List  
Help Desk Number: 1-888-301-BGAS(2427) | Help Desk Email: BGASHelpDesk@samhsa.hhs.gov  
Website: v8.4.0.0, 8/11/2015 2:49 PM; Database: BGASUATDB001.BGASUAT, v08.04.00

Adobe™ PDF and MS Office™ formatted files require software viewer programs to properly read them. Click here to download these FREE programs now.

United States Department of Health & Human Services

**SAMHSA**  
Substance Abuse and Mental Health Services Administration

## Forgotten Password

After selecting “Forgot Password,” you will be directed to following screen:

WEBBGAS  
Application for SAMHSA Block Grants and  
Projects for Assistance in Transition from Homelessness Grants

Login Name:

Forgot user name?

1) Enter your username here

2) Click "Submit". An email will be sent with a temporary password to the email address associated with your username.

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Privacy | Disclaimer | FOIA | SPO List | State Contact List  
Help Desk Number: 1-888-301-BGAS(2427) | Help Desk Email: BGASHelpDesk@samhsa.hhs.gov  
Website: v8.4.0.0, 8/11/2015 2:49 PM; Database: BGASUATDB001.BGASUAT, v08.04.00

United States Department of Health & Human Services  
SAMHSA  
Substance Abuse and Mental Health Services Administration

Adobe™ PDF and MS Office™ formatted files require software viewer programs to properly read them. Click here to download these FREE programs now.

After selecting “Forgot Password,” enter your username and then click the “Submit” button.

- An email with a temporary password will then be sent to the email address associated with your username.
- Next, log in to WebBGAS using your username and temporary password. The temporary password is valid for 24 hours. You will be prompted to change your password to one that you can easily remember as long as the new password meets the following criteria:
  - Is at least 8 characters in length
  - Contains 3 of the following 4:
    - ✓ Upper case letter
    - ✓ Lower case letter
    - ✓ Number
    - ✓ Special Character (ex. %, \$, or !)
- The new password cannot be any of the three most recently used passwords.
- If you have a failed login three or more times the system will lock you out. To unlock your account, contact the WebBGAS Help Desk Team.

## Forgotten Username

After selecting the “Forgot Username?” link, you will be directed to following screen:

- After selecting the “Forgot Username?” link, enter your email address and then click the “Submit” button.
- An email with your username will then be sent to the email address associated with your WebBGAS account.

The screenshot shows the WebBGAS login page with a 'Forgot Username?' link. The form includes an 'E-mail Address:' field, a 'Forgot password?' link, and 'Cancel' and 'Submit' buttons. Two red callout boxes provide instructions: '1) Enter your email address here' points to the email field, and '2) Click Submit. An email will be sent with your username to the email address associated with your account.' points to the Submit button. The footer contains copyright information for SAMHSA (2011), contact details for the Help Desk, and logos for the United States Department of Health & Human Services and SAMHSA.

### **HELPFUL TIP:**

If you are having problems with your new password, and if you are copying and pasting your password from the WebBGAS email, you may be pasting an extra space after the password. Examine to see if you need to delete an extra space after pasting your temporary password.